

JOB ANNOUNCEMENT STATE FBLA-PBL ADVISOR



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| Title | State FBLA-PBL Advisor |
| Salary | \$21,259.88 (this is an independent contract position—responsible for own expenses, taxes and travel costs) |
| Contract Year | July 1, 2008 – June 30, 2009 |
| Opening/ Closing Dates | March 17, 2008 – April 7, 2008 or until filled |

JOB SUMMARY

- Plan, organize and implement conferences. (Fall, State, organize attendees for National Leadership Conference, etc.)
- Communicate with National FBLA-PBL, local advisors, state officers, and district CTE Directors.
- Coordinate with the State Business Specialist and State FBLA-PBL Assistant Advisor.
- Recruit chapters and train and support FBLA-PBL advisors.
- Oversee organization finances.
- Coordinate activities with FBLA-PBL Advisory Board.

More information on the specific job responsibilities of the State FBLA-PBL Advisor is outlined in an attachment that has been sent in conjunction with this job announcement ("FBLA-PBL Advisor Contractual Evaluation Form").

JOB REQUIREMENTS/SKILLS

- Working knowledge of the FBLA-PBL organization.
- Effective interpersonal and communication skills.
- Computer skills; access to Internet and email.
- Travel to regional, state and national conferences.
- State secondary license and with business endorsement.
- FBLA Chapter Advisor experience preferred.

SUBMISSION REQUIREMENTS

- Current resume (2 pg. maximum) including work-related experience.
- Cover letter indicating your interest in the position.
- Three letters of recommendation.
- Email to janet.goble@schools.utah.gov or mail to Utah State Office of Education, Janet Goble, Business Education Specialist, 250 East 500 South, P. O. Box 144200, Salt Lake City, UT 84114 or FAX to 801-538-7868, Attention: Janet Goble.

ADDITIONAL INFORMATION

- Contact Janet Goble, State Business Specialist, Utah State Office of Education, 801-538-7891 or email at janet.goble@schools.utah.gov.